

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1      3	
2. AMENDMENT/MODIFICATION NO. <b>135</b>		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY John F. Kennedy Space Center, NASA Procurement Office – ODIN –OP-OS-ODIN Kennedy Space Center, FL 32899		7. ADMINISTERED BY (If other than Item 6)		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  OAO Corporation 7375 Executive Place Seabrook MD 20706				(x) 9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				10A. MODIFICATION OF CONTRACT/ORDER NO. <b>NAS5-98144/CC90303B</b>		
				10B. DATED (SEE ITEM 13) <b>December 1, 2001</b>		
CODE		FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.1 03(b).
<b>XX</b>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR CLAUSE 52.212-4 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS, (c) CHANGES</b>
	D. OTHER (Specify type of modification and authority)


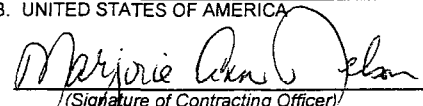
E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return **1** copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

## STENNIS SPACE CENTER --- ODIN SERVICES

Part I, Item 35: Virtual Team Meeting (VTM) Service

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Keith L. Spencer Sr. Contract Manger		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Marjorie Ann Nelson Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 8/26/2004	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 8/27/2004

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

1. The purpose of this modification is to incorporate the Virtual Team Meeting (VTM) Service Clarification and Unit Prices under the Delivery Order.
2. The following shall be incorporated as Item 35 in Part III, Section B of the Delivery Order.

**ITEM 35. Virtual Team Meeting (VTM) Service Clarifications-**

- a. The VTM seat does not include voice conferencing services. Users may use standard desktop phone service, FTS voice conferencing, or other services to provide necessary voice connectivity.
- b. The meeting host is responsible for scheduling and meeting logistics (e.g., inviting attendees, providing meeting log-in and pass code information, providing voice connectivity information).
- c. The contract price for the VTM Seat is based upon the total minimum annual people minutes of 578,800 for the contract (agency wide), not individual centers. The minimum quantity will be satisfied by ordered quantities of the small, medium, large, extra large and unlimited seat types under the centers' delivery orders.
  - (1) If the actual ordered minutes exceed the minimum quantity by 10 percent, then the monthly billing of the seat price shall be discounted by 6%.
  - (2) If the actual ordered quantities fail to meet the minimum quantities annually, then the Contractor shall submit proposed revision to the prices to the Contracting Officer for subsequent negotiation of new contract prices.
  - (3) Total people meeting minutes per month is calculated as follows:  
number of meeting minutes X number of concurrent users = total people meeting minutes (e.g. a 60 minute meeting with 4 concurrent users = 240 total people meeting minutes)
- d. The minimum billing period for any ordered VTM Seat shall be one (1) month even if the actual usage is less than a month.
- e. The Contractor shall provide for pooling of minutes at the Agency level. The Contractor shall provide a monthly report of ordered seats and the actual usage of each seat. The report shall include information that is available in standard reports provided by the service provider (ie WebEx, Meeting Place, etc.); typically, this information includes the date, time the meeting is initiated, the number of connections, and the total number of minutes used. There is no rollover of monthly unused minutes.
- f. If an individual seat's actual minutes exceed the ordered minutes for the subscribed seat type, the Contractor shall contact the DOCOTR for resolution.

- g. The VTM Seat and Catalog pricing includes help desk support for all VTM participant categories, with the same help desk scope as for any other ODIN product or service.
  - h. Temporary seats for the VTM Seat are available for no less than 1 month and for a maximum period of three months. If individual users exceed the three month period, that temporary seat will convert to a full VTM seat with DOCOTR approval.
  - i. Virtual Team Meeting Service shall be available for ordering from the ODIN Catalog. This service shall provide for one-time requirement for ad hoc Virtual Team Meetings.
    - (1) The catalog price shall be based on the number of requested minutes and user connections and priced at \$0.15 per people meeting minute.
    - (2) The price shall be calculated using  $\$0.15 \text{ per minute rate} \times \text{Number of minutes} \times \text{Number of User connection} = \text{Catalog Price}$  (e.g., a host wants to have a meeting for 120 minutes with 6 user connections; catalog price would be  $\$0.15 \times 120 \text{ minutes} \times 6 \text{ user connection} = \$108.00$ ).
    - (3) There will be no refund for unused minutes.
3. The Contractor agrees to provide the VTM services at the monthly unit prices set forth below.

Seat Type	Monthly Unit Price
Small	\$25.00
Medium	\$84.00
Large	\$163.00
Extra Large	\$362.00
Catalog	\$0.15 per people meeting minute

4. All other terms and conditions of this Delivery Order remain unchanged.